



CAREER OPPORTUNITY

Labor Relations Representative

Location: Manhattan - Midtown
Reference #: 86926
Grade E Min: \$62,217.67 / Mid: \$77,772.09
Application Deadline: TBD

Metro-North Railroad reserves the right to remove this posting prior to the Application Deadline.

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

POSITION OBJECTIVE

Assist in the administration of labor agreements to protect the Company's financial interests and prevent labor disputes. Provide interpretation and application of labor agreements in support of department and Metro-North corporate goals.

RESPONSIBILITIES

Arrange, attend and participate in monthly conferences with union representatives to discuss grievance and discipline appeals; review claims, grievances and discipline transcripts to discuss at meeting; prepare letters of decision to Union General Chairman.

Answer telephone inquiries and written requests from line management regarding the application or interpretation of labor agreements. Respond to correspondence from outside agencies, employees.

Prepare briefs, review discipline and grievance records for Arbitration. Act as Company advocate at arbitration hearings.

Meet with supervisors and managers of other departments to discuss labor issues and implications and application of various rules of the agreements.

REQUIRED QUALIFICATIONS

Working knowledge of federal and state employment and labor laws.

Working knowledge of mediation techniques.

Familiarity with the interpretation and application of FMLA and ADA.

Strong negotiation and conflict resolution skills.

Excellent oral and written communication skills.

Strong interpersonal skills with the ability to interact with all levels in the Company and external contacts.

Working knowledge of collective bargaining agreements, arbitration procedures and the ability to analyze labor issues and apply the agreements to those issues.

Must be able to conform to specific time limitations and deadlines.

Working knowledge of Microsoft Office Suite and/or comparable applications.

PREFERRED QUALIFICATIONS

Familiarity with Metro-North Collective Bargaining Agreements.

REQUIRED EDUCATION/EXPERIENCE

Bachelors Degree in Industrial/Labor Relations or related field.

Minimum two years experience in Labor Relations, Labor contract administration including grievance handling and the presentation of arbitration cases.

A Law degree or Master's degree may be substituted for experience.

PREFERRED EDUCATION/EXPERIENCE

Law or Master's degree in Industrial/Labor relations or related major with two years experience in Labor Relations, Labor contract administration including grievance handling and the presentation of arbitration cases.

SELECTION CRITERIA

To be selected for a position, an applicant must: (1) meet the minimum requirements in the job posting, (2) pass a written examination (if applicable), (3) satisfy a background investigation (which includes credit, if applicable), and (4) pass an oral interview, during which the interviewers will further evaluate the applicant's qualifications for the position. Because the selection process is competitive, not all qualified applicants are granted an interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing.

For applicants who are current employees, you must be in active service and have worked in your present position for at least one (1) year to be eligible to apply for a posted position, and have completed the agreed upon formal training commitment, plus on-the-job training, if applicable (for example: Signal Trainee, Foreman-In-Training, etc.) in order to be eligible to transfer. If you are transferred, you may be required to forfeit your seniority in your present occupation. In addition, Metro-North employees are subjected to an internal investigation, which includes an evaluation of their safety and discipline records and their performance assessments. As an employee of Metro-North Railroad you may be required to complete a New York State financial disclosure statement, if you earn more than \$91,821.00 or if you hold a position designated as a policy maker.

We offer a competitive salary and a comprehensive benefits package.

If interested, please visit <http://web.mta.info/mta/employment/> and Search Labor Relations Representative under Metro-North Railroad.

MTA Metro-North Railroad is an Equal Opportunity Employer